PLS – Learning Logs A. Create a log for one student 1. Open student's folder 2. Click on the REPORTS button. 3. Click on the LL for the learning period you want to print a log for. A. Create a log for one student B. Create a log for all student's on your roster. 4. The log automatically opens to the Write In – Learning Log unless your school has defaulted it to another format. a. Choose the Log Type you want to print. b. Choose the Report Title you wish to print. If you choose OTHER, a blank pops up for you to type in your choice of titles. c. Choose if the signatures you want to appear on the printed log. d. Choose if you want a calendar to show. e. Click Print Log B. Create a log for all student's on your roster. 1. At the top of the PLS roster, click on the LL icon for the correct LP. 2. In the window that pops up, the log automatically defaults to the Write In – Learning Log unless your school has defaulted it to another format. a. Choose the Log Type you want to print. b. Choose the Report Title you wish to print. If you choose OTHER, a blank pops up for you to type in your choice of titles. c. Choose if the signatures you want to appear on the printed log. d. Choose if you want a calendar to show. e. Click Print Log 3. A pdf opens with a log for each student on the roster.